

George Brown College Library Learning Commons

Gift Periodicals Procedures

Responsibilities for handling gift periodical subscriptions are as follows:

Donors

After signing the “Gift Periodical Subscription Agreement” form, donors are responsible for either: 1) funding the cost of the subscription for 3 years by providing the Development Librarian with an annual cheque (payable to the George Brown College Library), or 2) supplying the physical periodical to the LLC in accordance with policy guidelines (e.g., in the case of personal subscriptions to periodicals having institutional rates, following receipt of the next issue).

Development Liaison Librarian

The Development Librarian will consult with the appropriate Subject Liaison Librarian to determine the appropriateness of periodicals offered for donation, will determine the correct annual subscription rates, will arrange to have cheques deposited to the correct LLC account, will remind donors about renewals, and will send donation details (name, address, and donation value) to the Manager, Financial Services for tax receipts (for those donors requiring receipts). The Development Librarian will receive tax receipts prepared by the Manager, Financial Services, and will send to each donor a receipt along with a thank you letter signed by the Director or delegate.

Serials Acquisitions Technicians

In April of each year, the Serials Acquisition Technician will provide the Development Librarian with a list of gift subscriptions requiring renewal. The Serials Acquisitions Technician will renew and cancel periodicals as required.

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